

BY-LAWS OF THE HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
Princeton, New Jersey

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Housing Authority of the Borough of Princeton." HABOP is a not for profit corporation as set up under the NEW JERSEY STATE Housing Law.

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The office of the Authority shall be within the corporate limits of the Borough of Princeton, State of New Jersey, at such place as may from time to time be determined by resolution, but the Authority may hold its meetings at such other place as it may designate by resolution.

Section 4. Members of the Authority. The Authority shall consist of seven members who shall be appointed and hold the office for the terms as hereinafter provided. The governing body of the municipality shall appoint five Commissioners of the Authority and the mayor of the municipality shall appoint one Commissioner. Commissioners so appointed shall hold office for a term of five years, except that all vacancies shall be filled for an unexpired term. The Director of the Department of Community Affairs shall appoint one Commissioner. All Commissioners shall satisfy the qualifications mandated by the New Jersey State Department of Community Affairs.

Section 5. Municipal Liaisons. The governing body of the municipality may appoint up to two liaisons to the HABOP Board of Commissioners. These liaisons will serve at the pleasure of the governing body.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be Chairperson, Vice-Chairperson, Secretary and a Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made and authorized by the Authority. At each meeting the Chairperson shall submit such recommendations and information, as s/he may consider proper concerning the business, affairs and policies of the Authority. The Chairperson in consultation with the Executive Director sets the agendas for meetings.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson; the Vice-Chairperson shall become Chairperson.

Section 4. Secretary. The Secretary is responsible to oversee all Board correspondence and record keeping and for the integrity of all Board documents and minutes for Board meetings. By affixing his/her signature, the Secretary shall attest formally to the legitimacy of Board documents. The Secretary shall also be responsible to the Board for reporting on and noting any inconsistencies of Board actions. The Executive Director or a designated HABOP staff member shall serve as Secretary to the Board. If done, the staff person has no vote or official standing on the Board other than the duties outlined above.

Section 5. Treasurer. The Treasurer shall countersign all checks and perform such duties as are imposed on the Treasurer at the direction of the Authority.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required and authorized by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election. The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be elected at the annual meeting of the Authority from among the members of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of Chairperson become vacant, the Vice-Chairperson will move to Chairperson and the commission will hold elections to fill the remaining slot. Should the office of Vice-Chairperson, Secretary or Treasurer become vacant, the Authority shall elect a successor from its membership at the next regular meeting. Such elections shall be for the unexpired term of said office.

Section 9. Employment of Executive Director. The Authority shall employ an Executive Director who shall have general supervision over the daily operations and administration of its business and affairs, subject to the direction of the Authority. S/he shall be charged with the management of the housing projects and other programs of the Authority.

The Executive Director shall keep the records of the Authority on site. The Executive Director shall have the care and custody of all funds of the Authority. The Executive Director shall keep regular books of accounts showing receipts and expenditures and

shall render to the Authority, as per request, an account of his/her transactions and also of the financial condition of the Authority.

The Executive Director or designated HABOP staff member shall serve as Secretary to the HABOP Board of Commissioners.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority. The Authority shall determine the compensation of the Executive Director.

Section 10. Employment of Additional Personnel. The Authority may from time to time employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Law and all other laws of the State of New Jersey applicable thereto. The Authority, subject to the laws of the State of New Jersey and the Borough of Princeton, shall determine the selection and compensation of such personnel.

ARTICLE III- MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held in December of each year at a place, date, and time to be determined by the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held with notice at a place, date, and time to be determined by the Authority. There will be no August monthly meeting.

Section 3. Special Meetings. The Chairperson of the Authority may, when s/he deems it expedient, and shall, upon the request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call, at least twenty-four hours prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Executive Session. From time to time it may be required to move the regular meeting into executive session. Executive Sessions are used for further discussion of personnel issues, litigation, collective bargaining, appointments and employment matters, contracts for purchase or sales of property, and any other matters requiring confidentiality as provided by statute and case law.

Section 5. Quorum. The powers of the Authority shall be vested in the members thereof in office from time to time. A majority of the members in office shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum

is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the members present may take action.

Section 6. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Comments from the public.
4. Reports, including Tenant Councils, Chairperson, and Executive Director/Staff.
5. Old Business
6. New Business
7. Resolutions
8. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority. At all meetings, Roberts' Rules of Order shall conduct the order of business.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the yeas, nays and abstentions shall be entered upon the minutes of such meeting.

ARTICLE IV-AMENDMENTS

Amendments to By-laws. The by-laws of the Authority shall be amended only with the approval of at least the majority of the members of the Authority at two successive regular or special meetings.